



NEW JERSEY ARMY NATIONAL GUARD  
**JOINT FORCE HEADQUARTERS**  
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**ENERGY CONSERVATION (CFMO)**

1. A serious energy conservation program is required by all members of the NJARNG & State employees due to challenges with world events, funding and cost of utilities.
2. The TAG will be issuing guidance to the field on the requirement to reduce the energy consumption in National Guard facilities by a minimum of ten percent (10%) from last year's consumption. This reduction requires the involvement of personnel at all levels to consistently apply a common sense approach to energy management. Treat the use of heating oil, natural gas or electricity as if you were paying the bill – because as taxpayers, we are all paying that bill!
3. Listed below is the current **ENERGY CONSERVATION** section from (DRAFT) Departmental Directive DD 600.1 dated 30 June 2006.

- a. System thermostats in all buildings will be set as follows during heating/cooling season:

TYPE OF FACILITY	DUTY HOURS		NON-DUTY HOURS	
	Winter	Summer	Winter	Summer
Administrative Areas	65	<b>78</b>	55	<b>85</b>
Maintenance Shops	60		50	
Motor Vehicle Storage				
Buildings w/water	55		55	
Motor Vehicle Storage Buildings	No Heat		No Heat	
Physical Exam Rooms	72		55	

- b. Facilities with electrical heating systems will have individual thermostats controlling such systems set at comparable settings as those above. **SEPARATE ELECTRIC SPACE HEATERS WILL NOT BE USED TO AUGMENT CENTRAL HEAT. KEROSENE HEATERS MAY NOT BE USED IN NJDMAVA FACILITIES.**

- c. Thermostat settings will be reduced to the non-duty hour settings on the hour prior to employee dismissal time. They will not be increased to duty hour settings earlier than one hour prior to employee reporting time.

- d. Systems controlled by "time clock" thermostatic zone control valves will be reset to conform to times cited above.

- e. Extended holiday periods should be considered and changes to "time clock" settings should be implemented to ensure that when the installation will not be occupied, the lowest thermostatic setting will prevail during those periods.

f. Installations that have a mercury sensor type thermostat, such as "Accustat", by Public Service Electric and Gas Company (PSE&G) will not remove the sensors to jump the thermostat.

g. Boilers:

(1) The heating season runs from 15 October to 15 April, unless otherwise modified by ID-FPB-OM. Boilers will be shut down and undergo the normal post season maintenance in preparation for the next season and the necessary inspection. All boilers will be cleaned not later than 30 May of each year.

(2) Off season hot water for MUTAS, apartments and latrines should be generated by auxiliary heaters where possible.

(3) The Armories that do not have auxiliary hot water heaters are authorized to operate the boilers in accordance with the following:

- (a) Armories with occupied apartments may exercise the boiler(s) daily.
- (b) Other Armories shall exercise the boiler(s) during training assemblies only.
- (c) The boiler(s) will be operated by a licensed black seal armorer ONLY.
- (d) All boiler room doors are to remain locked.
- (e) Boiler licenses will be posted.

h. Motor Vehicle Storage Buildings (MVSBS)

(1) MVSBS normally may not be heated. Prior to the heating season, buildings which have water systems will have their systems drained. At installations where there is no drill floor, units are authorized to heat MVSBS in accordance with temperature guidelines.

(2) Requests for exception to policy on heating MVSBS may be submitted based on changes to unit density or missions which cause the need for additional space to accomplish maintenance requirements. Request should be forwarded to NJDMAVA Attn: ID

i. Other Measures.

(1) General:

(a) Consolidate work areas to the maximum extent practical, specifically when air conditioning is being utilized in the summer months.

(b) Develop a Station Standard Operating Plan (SOP) for energy conservation.

(c) Appoint an energy conservation specialist.

(d) Establish a check list for the winterization of the station in the fall and de-winterization in the spring.

(e) Conduct regular inspections to check compliance with energy conservation policies.

(f) Read and record electric and gas meter readings each month, compare recorded usage with utility bills where practical, and with previous month's usage. Report abnormal or suspect consumption rates to the Station Supervisor immediately for investigation of the cause. If necessary, contact ID-FMB to report utility usage discrepancies.

(g) Make energy conservation a part of integrated training for tenant unit members.

(2) Electrical:

(a) Turn off exterior lights during daylight hours

(b) Disconnect decorative lighting.

(c) Leave interior lights off except when actually needed.

(d) Reduce illumination in rooms to a minimum amount required.

(e) Shut down fixtures excess to normal needs (i.e.) use of desk lamps in lieu of ceiling lights in offices with good natural lighting.

(f) Consolidate refrigeration requirements as much as possible. Maintain 44 degrees F +/- 2 degrees in refrigerators with perishables. (Keep a small thermometer on a shelf in the unit. Adjust control to proper setting).

(g) Use air conditioner fan only to provide air circulation in season until temperature or humidity make air conditioning necessary. Window units shall not be used to cool down rooms in anticipation of future events. Window units are to be turned off at the end of the work day.

(3) Natural Gas/Propane/Oil:

(a) Turn pilot lights out when furnaces and heaters are not in use.

(b) Be sure ovens and burners are off at the end of each day of kitchen use.

(c) Maintain minimum heating temperatures in unoccupied rooms.

(d) Turn heating units off on drill floors where practical between drills.

(e) Turn off water heaters when not required.

4. John Hastings is the state energy manager for DMAVA and can be reached at (609) 530-7124 for and questions or suggestions you might have related to energy conservation. Please read the DMAVA highlights each week for tips on how to reduce our current utility usage.

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